



**FIRST THINGS FIRST**  
*Ready for School. Set for Life.*

**Policy and Program Committee  
Meeting Minutes  
December 6, 2012**

**Call to Order**

The Regular Meeting of the First Things First – Arizona Early Childhood Development and Health Board Program Committee was held on Thursday, December 6, 2012 at the First Things First Board Room, 4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012.

Members Present: Dr. Pam Powell, Bill Berk, Terry Doolan as designee for Amy Corriveau, Julianne Hartzell, Toni Harvier, Kim Van Pelt, Mary Ellen Cunningham, Kenton Lafoon, Naomi Karp by phone  
Members Absent: Gayle Burns, Dr. Randal Christensen, Colleen Day-Mach, Dr. Eva Marie Shivers, Alan Taylor, Laurie Smith, Brad Willis  
FTF Staff: Karen Woodhouse, Josh Allen by phone, Cami Ehler, Dr. Aaliyah Samuel, Dr. Amy Kemp, Sandy Foreman, Dr. Ida Rose Florez, Stephanie Golden

Chair Powell called the meeting to order at approximately 10:15 a.m.

**Review and Approval of Meeting Minutes**

Chair Powell called for a review and possible approval of the draft meeting minutes from October 4, 2012. Member Hartzell moved to approve the meeting minutes, Member Van Pelt seconded. No discussion, all in favor, none opposed. Motion carried.

**Update on Policy and Program Advisory Committees and Sub-Committees**

Cami Ehler gave an update on the draft recommendations from the Family, Friend and Neighbor (FFN) Sub-Committee, which will meet in the spring to finalize recommendations. Jeanette Shea provided an update on the Health Policy Advisory Committee. The Committee met last week and mainly focused on work plan for the next year.

Aaliyah Samuel gave an update on the Cultural Responsivity Sub-Committee. The Sub-Committee will meet this afternoon and will finalize the two definitions and then merge them into one and will discuss the work plan for next year. They will also discuss measurement and accountability for their work. The Sub-Committee will have a final meeting in January to be ready for their presentation to the FTF Board. Member Lafoon questioned how tribal agreement will be reached. Beverly Russell will work with the Sub-Committee and will provide guidance on how to coordinate with Tribes. There is also tribal representation on the Sub-Committee Membership. First Things First is also working on updating the Tribal Consultation to help move us forward on mutual goals.

Karen Woodhouse gave an update on the Early Learning Advisory Committee. The Advisory Committee is looking at steps towards use of data, and at the next meeting in spring develop their policy and program agenda for next year.

**FTF Expenditures and Fund Balance (Presentation and Discussion)**

Josh Allen gave a presentation on FTF expenditures and fund balances, focusing on funding balances at the regional level. These fund balances are not a real overage, as funds will be spent down in other areas. His presentation provided a trend analysis of fund balances and expenditures over past years.

**Report on Research and Evaluation Plan (Presentation and Discussion)**

Dr. Amy Kemp walked Members through a presentation on the FTF Research and Evaluation Plan. FTF is focused on being transparent and using data and resources for maximum value to Arizona. The Plan is based on the National Advisory Panel FTF recommendations and consists of two main parts: data (including an administrative database, Tribal data considerations and reporting data), and research and studies.

**Adjournment**

Quorum was lost at 11:20 a.m. and Chair Powell adjourned the meeting.